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United States Department of Agriculture,

FOREST SERVICE.

INSTRUCTIONS FOR THE USE OF BOOKS IN FIELD LIBRARIES.

Books filed in the offices of supervisors are for the special use of supervisors in connection with their official duties and also for the use of all forest officers working under their direction. Supervisors are held responsible for the care and proper use of all books placed in their charge.

A book may be drawn from the office of a supervisor by any member of his corps for a period of one month, with the privilege of renewal, provided that in the judgment of the supervisor such renewal will not deprive other members of his corps of an equal use of the book.

When a book is not needed for the full time allotted it should be returned promptly to the supervisor's office, so as to permit others to draw it.

The supervisor may permit a book to be retained for a longer period than one month without renewal, whenever in his judgment it may be advantageous to do so, or whenever, on account of isolation through storm, snow, or distance, enforcement of the general rule would entail long travel or uncommon hardship.

Before a book is taken from the supervisor's office, the charge card, pocketed on the inside of the back cover of the book, should be signed and dated by the borrower on the first blank line, and left with the supervisor until the book is returned. The date of return should be stamped or written over the borrower's name, and the card returned to its pocket in the book. One card can be used 18 times. When the old cards are filled, new ones will be furnished on application to the Forester.

The supervisor is to hold the officer to whom a book is charged responsible for its proper care and use. The loss or destruction of any book is to be reported at once by the supervisor to the Forester, with full particulars and recommendations for action. Steps will then be taken either to relieve the field officer from the responsibility of the loss, or to require him to replace the book at his own expense.

Books are assigned to field stations to be used to the fullest extent for the benefit of the work of the Service. Due allowance must be made for the harder usage books must necessarily undergo in field use, but officers in charge of or using books in the field are expected to see to it that they are not misused.

At the end of each fiscal year supervisors are requested to return to the Forester all of the charge cards used during the year, in order that a knowledge may be gained of the extent to which the books assigned to their offices have been drawn. Suggestions as to desirable books for field libraries will be gladly received by the Forester.

